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ORD-727-80

19 JUN 1980

MEMORANDUM FOR: ORD Management Advisory Group

FROM: Philip K. Eckman
Director of Research and Development

SUBJECT: Stenography Courses, Art of Dictation
Workshop

REFERENCE: A. ORD-344-80
B. ORD-345-80

1. I wish to thank the MAG for its interest and concern for ORD's secretaries with respect to stenographic skills.

2. In order to help our secretaries acquire and maintain these skills, the Career Service Panel accepts your recommendation regarding the State Department's FSI stenography courses and, subject to the availability of time and funds, I will sponsor secretaries for those courses and will recommend them to the Director of Training.

3. Your recommendation with regard to managers attending the Art of Dictation Workshop was not accepted. The Chief, Data Processing Research Division, however, has volunteered to attend a shorter FSI course and evaluate it for possible attendance by other Division Chiefs. I will report to you at a later date on his evaluation.

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Philip K. Eckman

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